*Mindomo Instructions*

*Mind mapping Tool to plan your work or clarify your thinking*

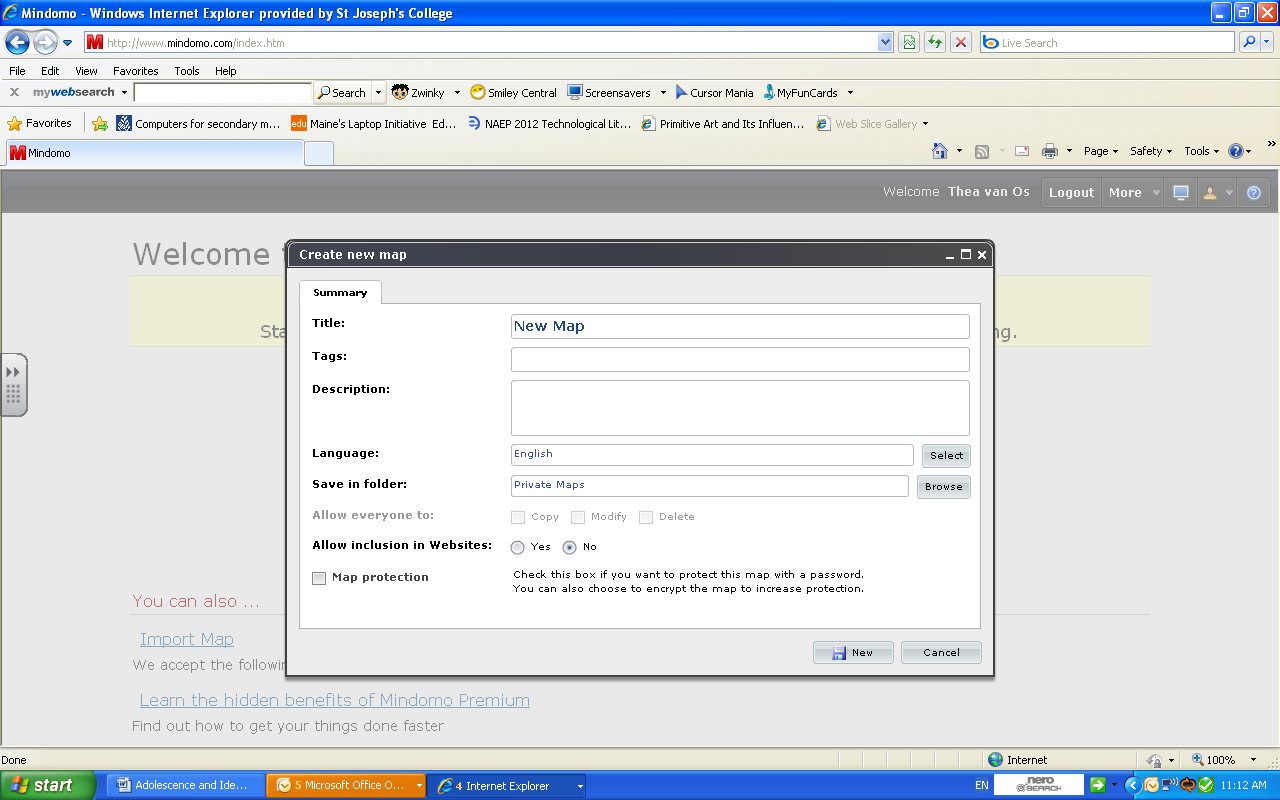
You will need to create an account (free for up to 7 mind maps)

Once you have created your account it is possible to view a 7 minute video which will give you are good overview of how to work with mindomo.

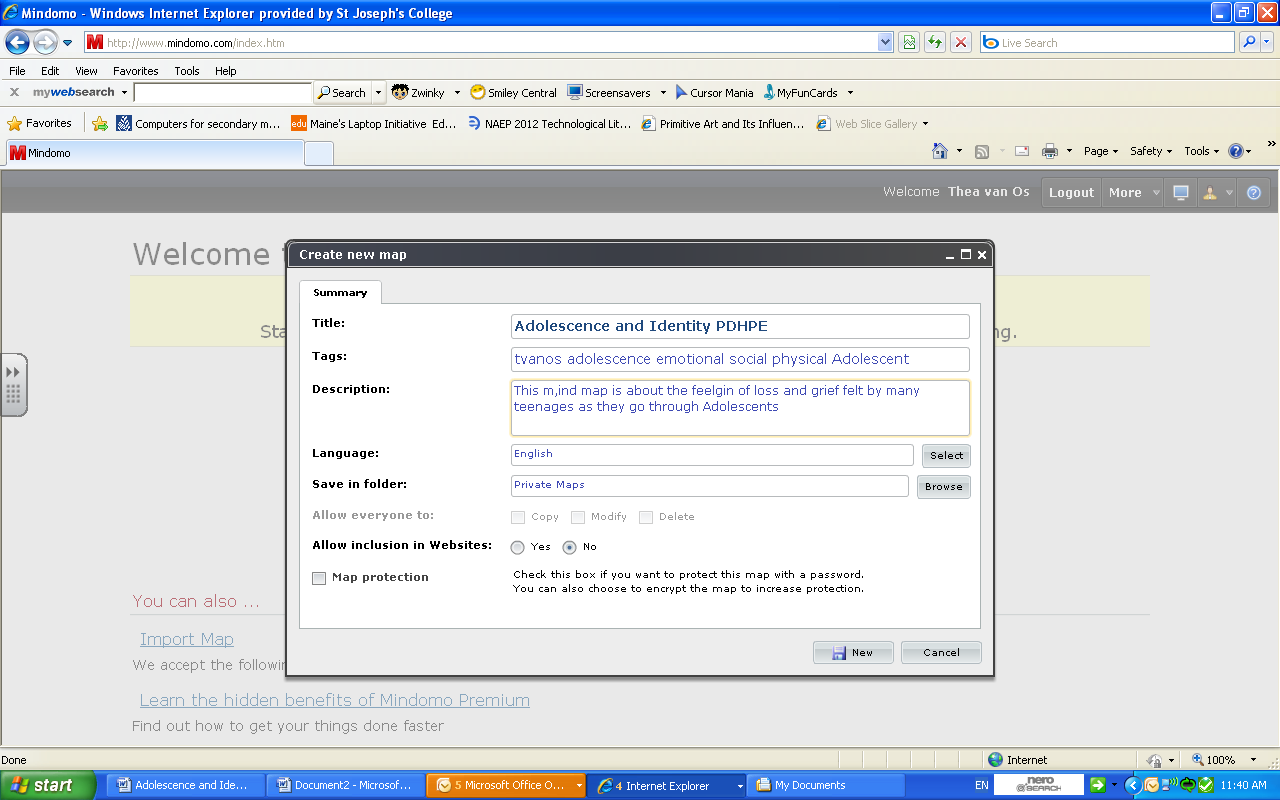
Before you begin to develop a MIND map you need to underline the key words of your question so that know what you need to examine for your assessment task.

To start a new mind map

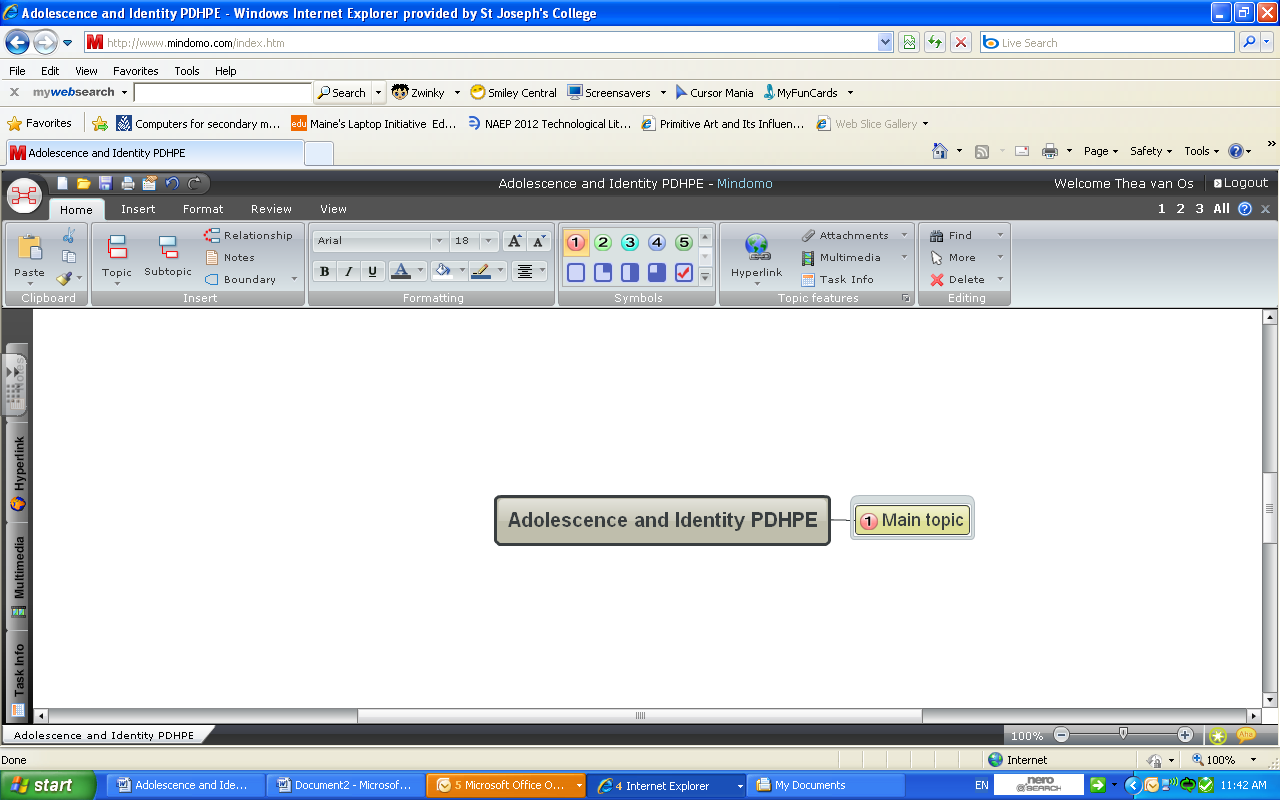
* Click on Create Your first map
* This screen will pop up



* Complete the text box – this will help you find it again by completing the metadata of the mind map.

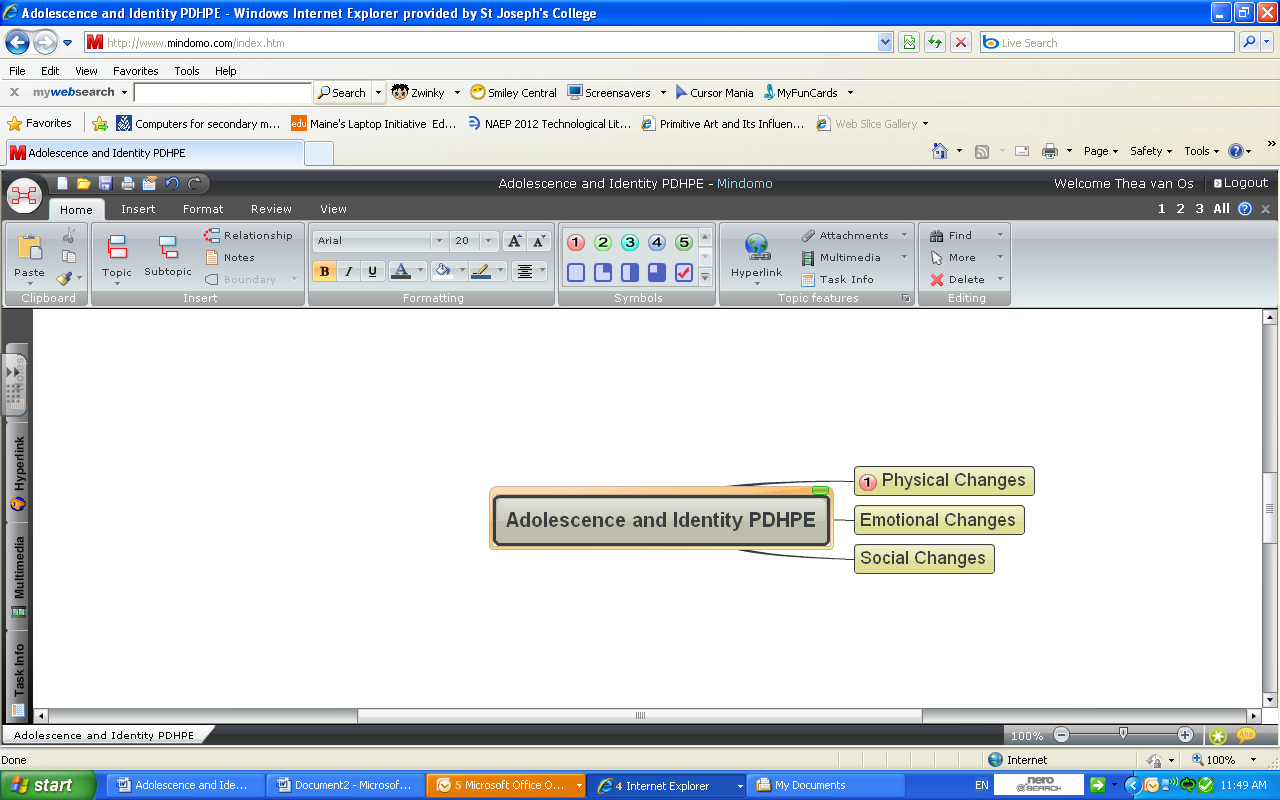


* You can password protect the map if you want
* Click NEW when you have completed the details
* This screen will appear



BY selecting a number I could indicate the order of importance of the topics

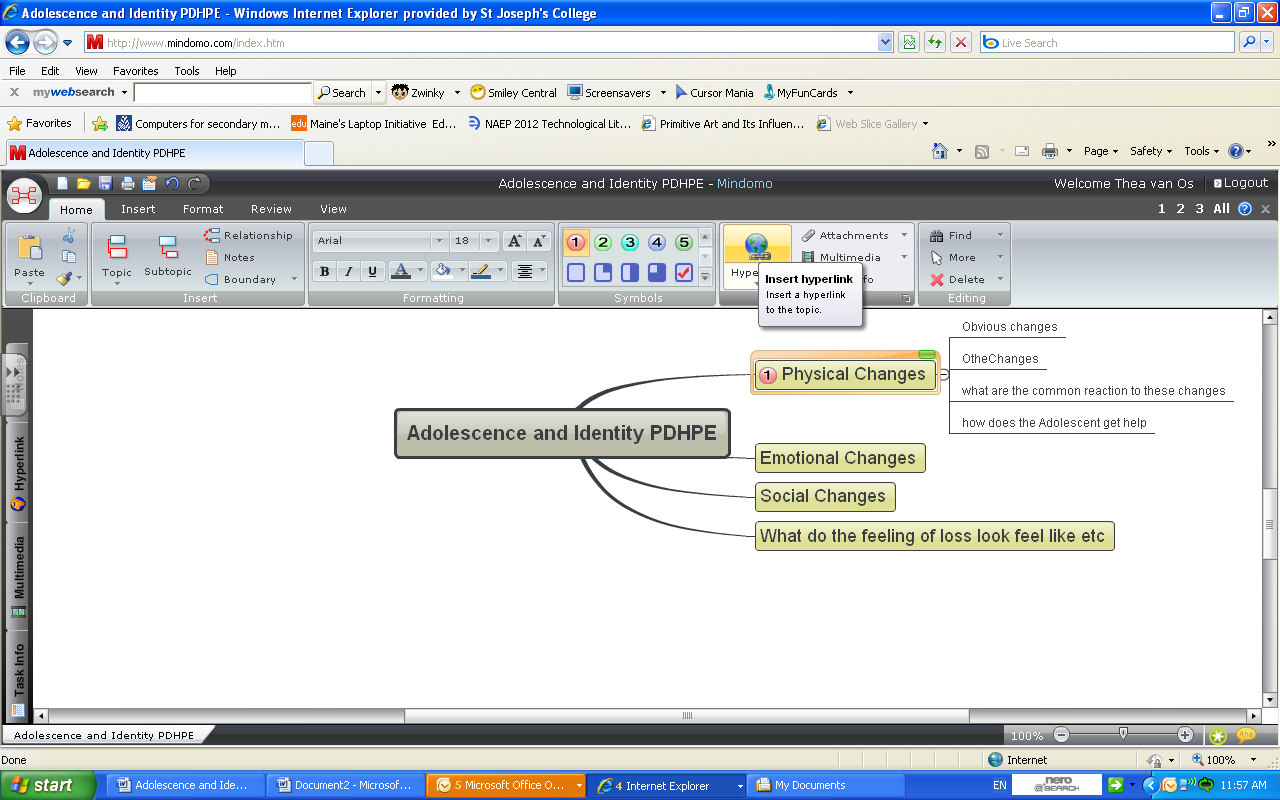
* By clicking on the MAIN TITLE (Adolescence and Identity) and hitting the INSERT KEY a MAIN TOPIC will appear.
* By going to the main ribbon and looking at the symbols section (circled in red above) you will be able to add image or numbers to the topic to give it more meaning/make it stand out more etc.



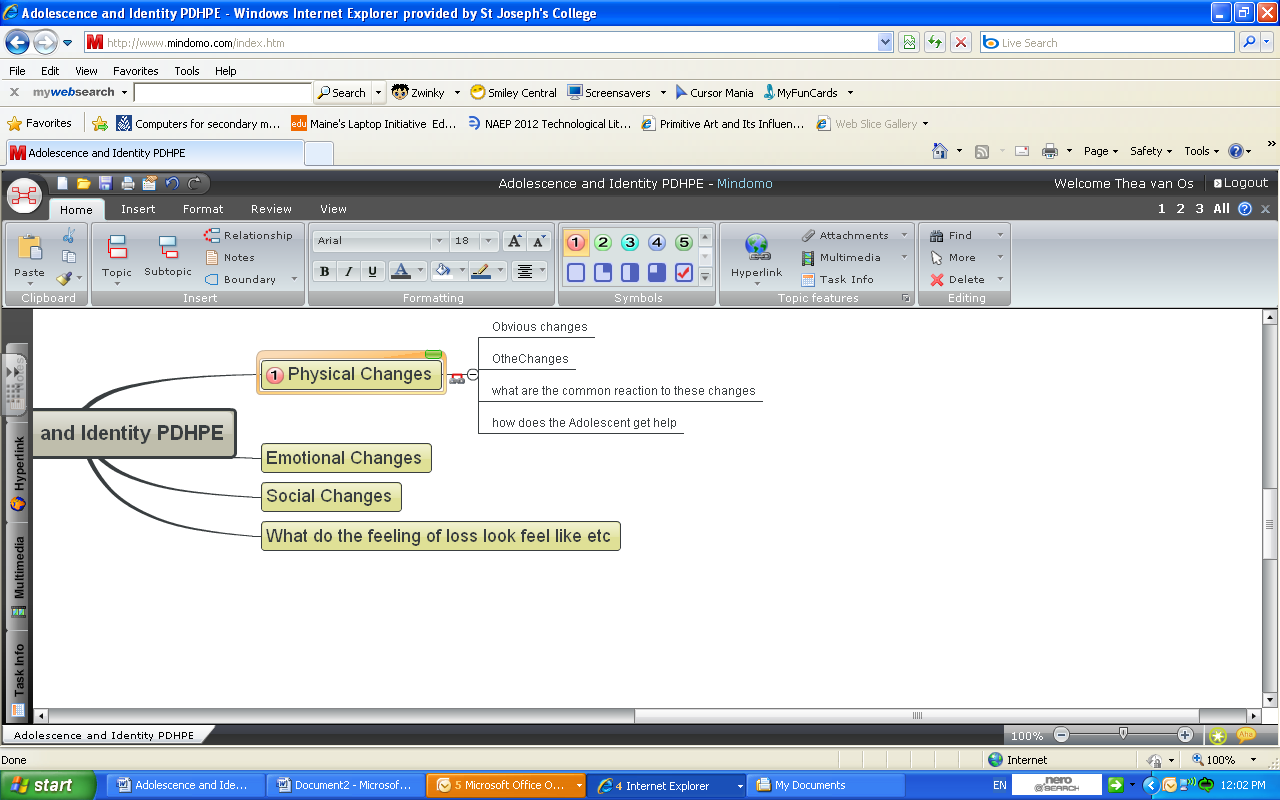
* Change the wording in the topics by clicking on the box and begin typing (not if you make a correction [because you have made a spelling mistake] and it appears to write over the letter already there. You will need to hit the insert key again. This stops the computer overwriting what you have written. )

Inserting a hyperlink

* Select the point you want to add a hyperlink to
* Go to the Hyperlink ICON on teh ribbon



* Complete the dialogue box by pasting the url into the appropriate area (you can copy the url by highlighting it and then do a control c for copy then go the dialogue box and put in control v)

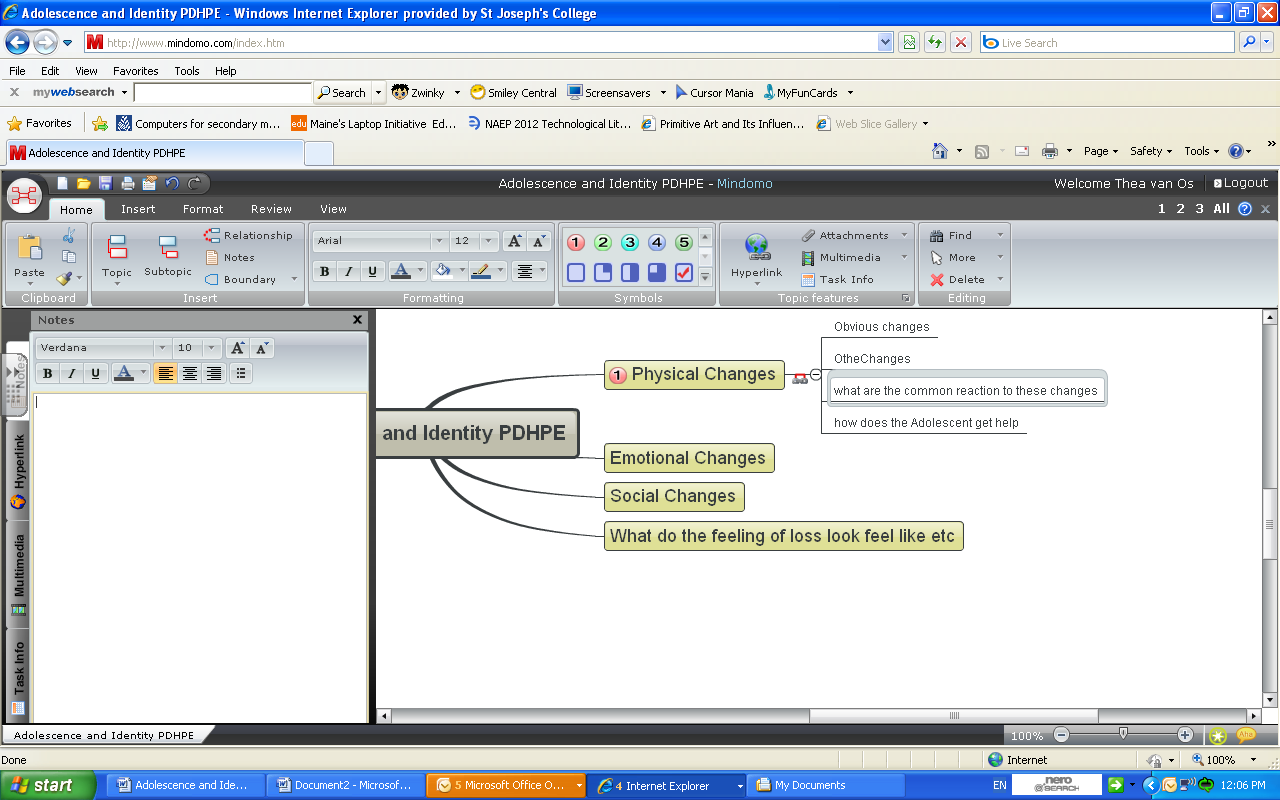


* This icon shows you that a link is attached to the major point

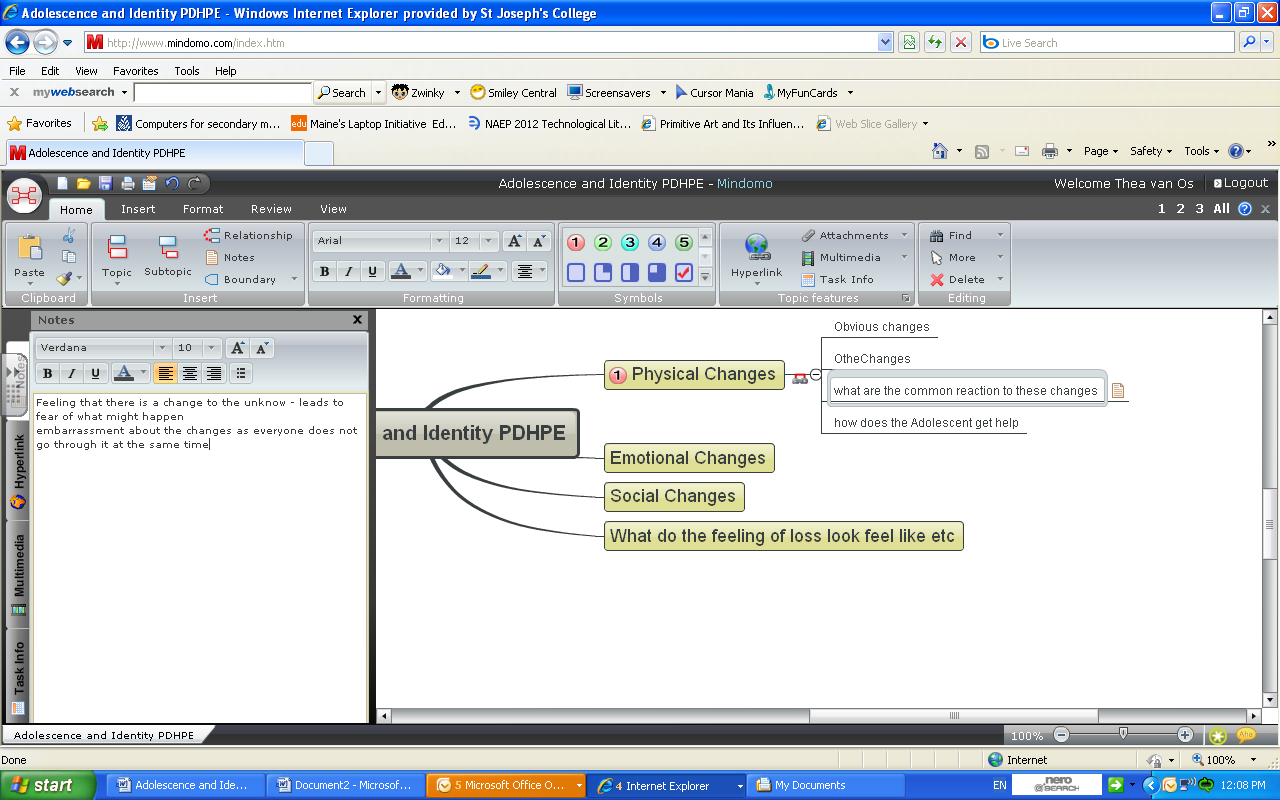
**Insert Notes**

You can also insert notes to remind you where to get an image of the points you may wish to raise regarding a topic.

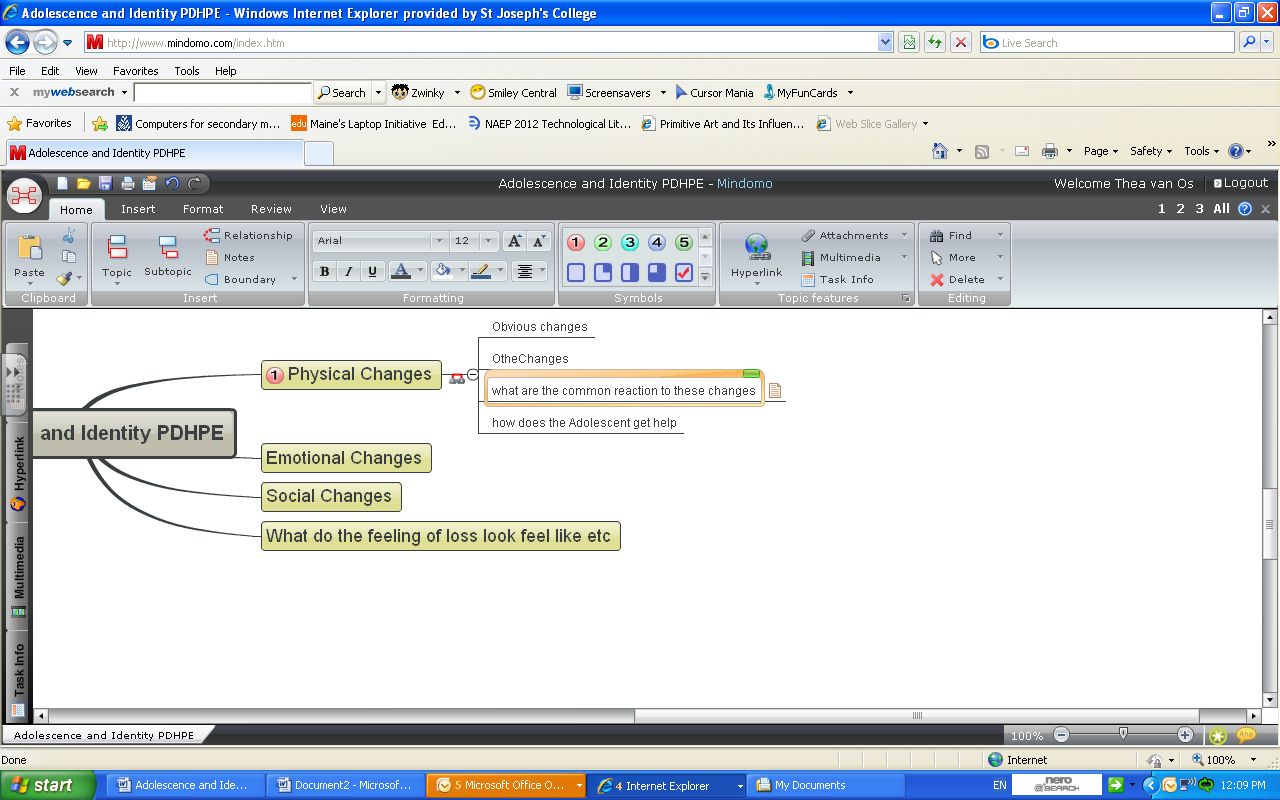
* Highlight the topic or sub topic you want to make a note for
* Then go to the ribbon and select NOTES



* Simply type in your notes to remind you of point you want to present

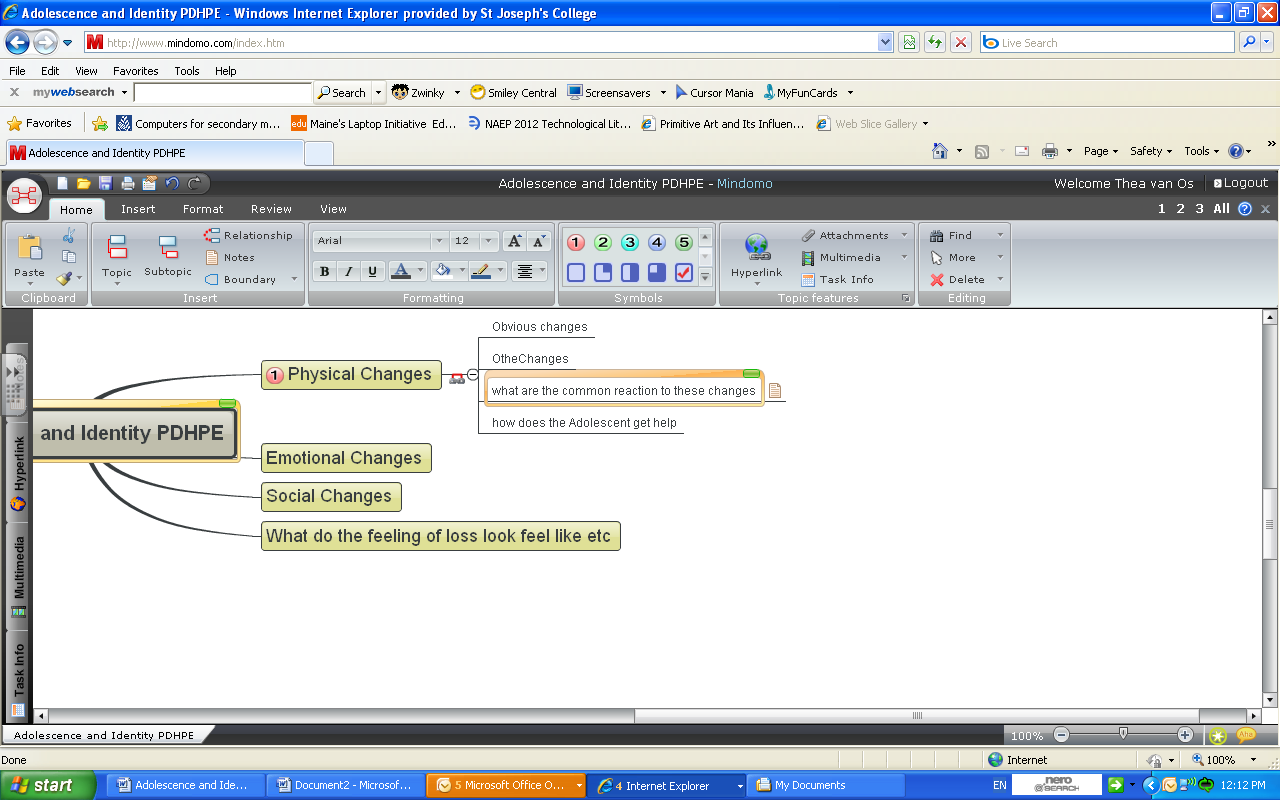


* This icon shows there is a not attached to the topic box. By clicking it the note will appear.
* Click the cross on the notes box to close it

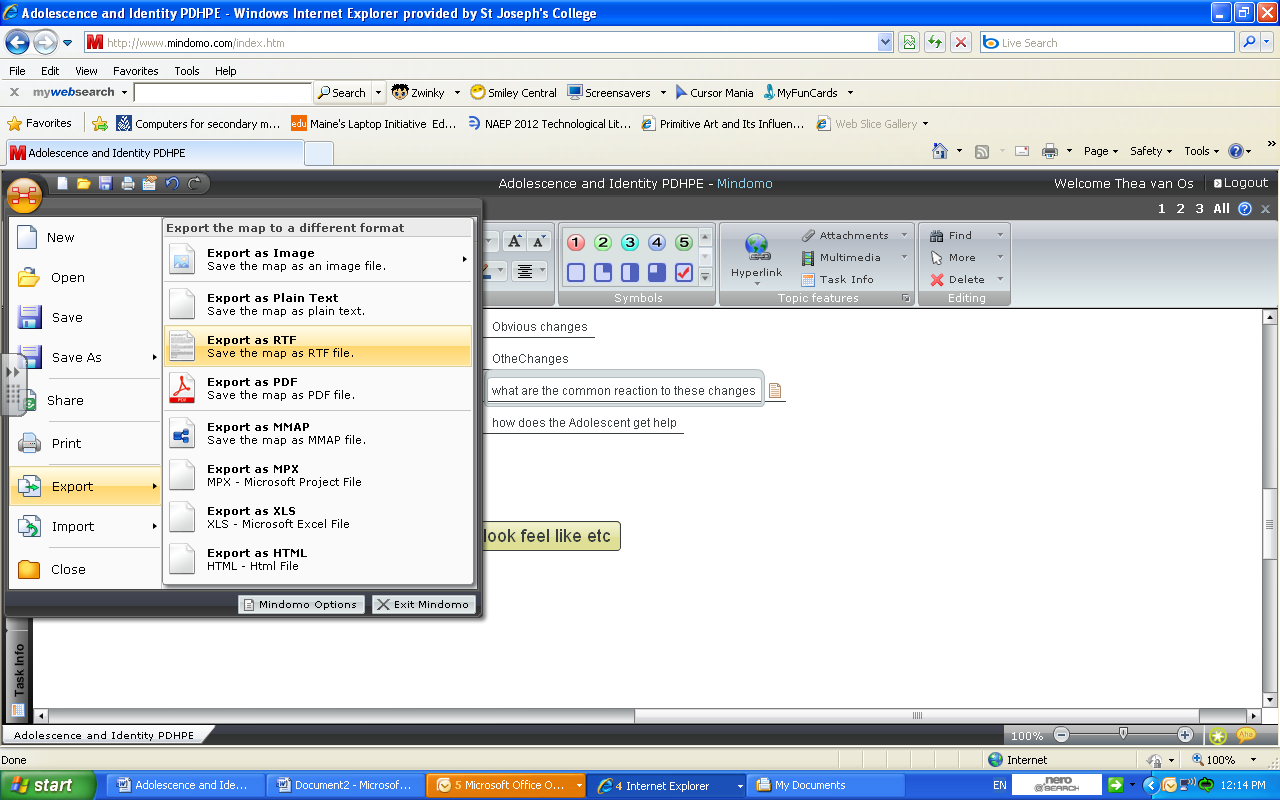


**To save your map (you only have 7 free maps per account)**

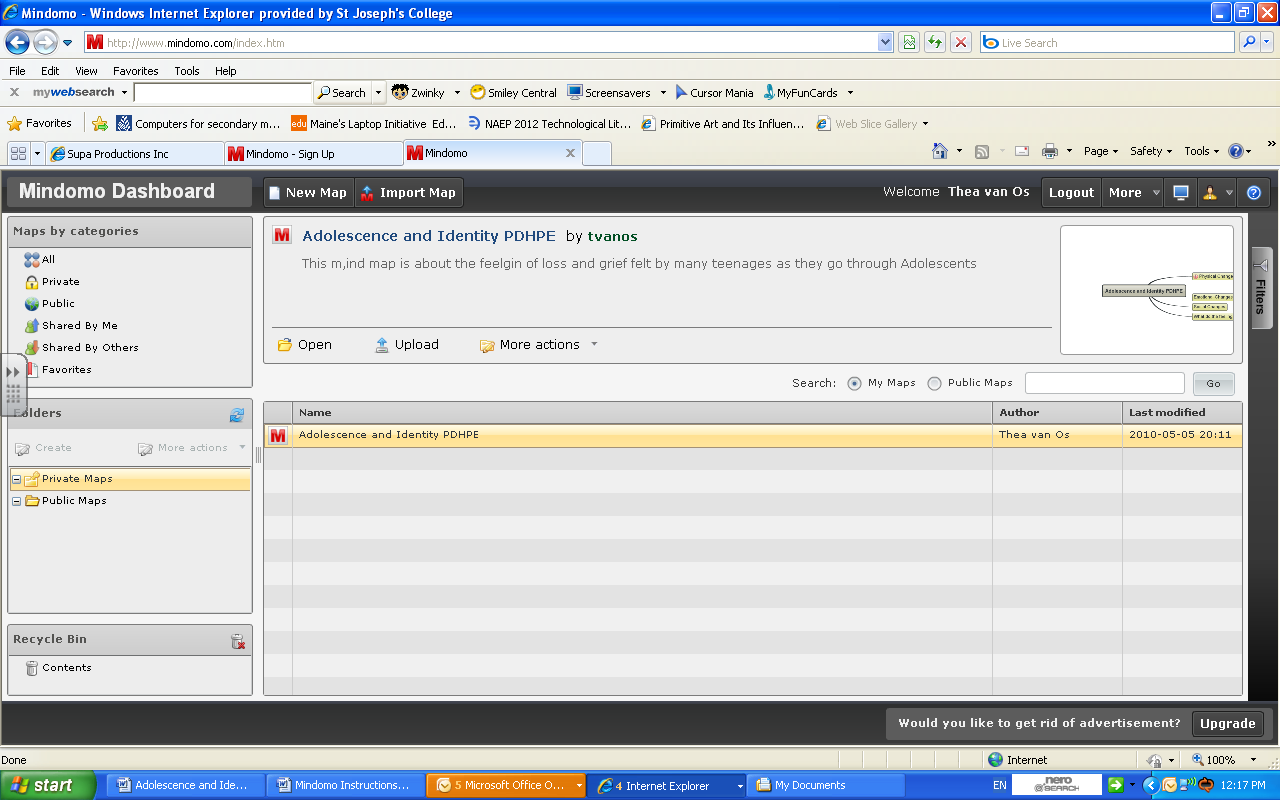
* Click on the main button in Mindomo



* Choose Save
* To find the mind map again. When
* So that you can show your map to your teacher you will need to export the map to a variety of file formats
* Again go to the Main Mindomo button (as above and select EXPORT)



* If you wish to return to your mind map at any stage
* Log into mindomo and your should see your mind map on your dash board.



If you would like any further assistance with this please contact Ms van Os tvanos@joeys.org